

**EIIA**®

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## **Director of Human Resources**

Job Title: Director of Human Resources  
Team: Human Resources  
Reports to: President & CEO  
FLSA Status: Exempt  
Reply to: Resumes@eiia.org

**Essential Duties and Responsibilities:** Reporting to the President, the Director of Human Resources will manage the full cycle of human resources services for EIIA employees. This position will establish, oversee, develop, maintain and implement initiatives, programs and processes in the areas of: employee benefits, relations and engagement; job classification; legal compliance for the workforce; COVID regulations affecting staff; non-discrimination tests; diversity, equity and inclusion; talent acquisition and retention; staff education; employee recordkeeping; ADP Workforce platform management; employee handbook maintenance; and the EIIA administrator for the whistle-blower hotline (Campus Conduct Hotline).

The role will actively contribute to strategic planning and goal setting, identify opportunities and collaborate with the appropriate staff to achieve the overall corporate goals and objectives.

## **Significant Job Responsibilities:**

### **Human Resources**

- Review current employee benefits and make recommendations to develop a benefit program that will be attractive to new employees
- Manage the human resources function of EIIA for recruitment, selection, and evaluation; employee records maintenance and administration; job classifications; employee orientation; and hire and leave programs
- Maintain compliance of corporate policies and procedures and employment regulations
- Review current job descriptions and specifications. Conduct position audits for purposes of determining proper job classifications
- Manage and coordinate employee relations management practices and strategy
- Oversee the diversity, equity, and inclusion program; policies and plan initiatives; training and related activities
- Develop, manage, and maintain responsibility for learning and development programs and activities for staff
- Provide support for all teams in the management of activities and processing of information related to recruitment, interviewing and selection, coaching,

discipline, performance management, training and career development, and succession planning

- Oversee the employee benefits program for staff and promote an engaged culture of health and wellness; communicate wellness activities and benefits open enrollment annually
- Manage the Employee Handbook and update as necessary
- Develop alternatives to aid departments with seasonal needs for additional staff
- Assess current positions to determine if all employees are fully challenged
- Administer the EIIA whistleblower program (Campus Conduct Hotline), including investigator maintenance, internal promotion of the hotline and managing reports

**Supervisory Responsibilities:** This position has no supervisory responsibilities.

**Required Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty accurately. The requirements listed above are representative of the knowledge, skill, and/or ability required.

**Preferred Qualifications and Certifications:** PHR/SPHR or SHRM-CP/SCP certification and experience with the ADP Workforce platform. Preferred experience in smaller office environment with a mix of in-office and remote employees.

**Education and Experience:** Bachelor's or Master's Degree in Human Resources, Industrial/Organizational Psychology, Business Administration, Management or a related field.

Experience of at least 5-7 years serving in a Human Resource position. Experience must include employee relations and recruiting. In addition, significant Diversity, Equity & Inclusion (DEI) experience inclusive of developing, documenting, launching, and managing a DEI program.

**Primary Skill Sets:** This position requires strong computer skills, including data management systems, proficiency in the use of Microsoft Outlook, Word, Excel, PowerPoint and ability to learn new systems; solid communication skills (both oral and written); the ability to carry out responsibilities accurately and independently with minimal supervision; the ability to quickly adapt to workload demands; a keen eye for details; decision making in a timely and efficient manner; dependability; creativity; self-initiative; team participation and accountability.

Success in the role requires an innovative leader with demonstrated experience driving organizational change, motivating and engaging a diverse workforce. The individual must know how to use discretion and maintain confidentiality and have the aptitude for solving problems, making improvements, and delivering quality, employee-focused mindset in an environment that fosters understanding, collaborative teamwork, and knowledge sharing. Additionally, this position requires the ability to plan, organize and manage projects; independently analyze and present data and information; and be employee service focused with a helpful and positive attitude.

**Physical Demands:** The physical demands described within this description are representative of those that must be met by an employee to perform the essential functions of this job successfully. The position requires the ability to commute to downtown Chicago and be effective in a traditional office environment as well as in a remote work environment. Currently, the staff is working remotely and prospectively EIIA may adopt a hybrid working model.

**Travel:** This position requires the ability to travel as needed potentially including weekends. This requirement is estimated at less than 10% of total time to attend meetings with vendors, industry conferences, EIIA governance meetings, training and professional development workshops, and seminars.

**Work Environment:** The work environment characteristics described throughout this document are representative of those an employee encounters while performing the essential functions of this job.

**Background Check Required:** This position is subject to pre-employment screening which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications.

**Other Duties:** The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

**EIIA is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.**